

Classification

Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120053-6 PREPARE IN DUPLICATE						CONTROL NO. 0120053-6	
1. TITLE OF REPORT (If a fill-in report include Form No.) DESTRUCTION REPORT						2. TYPE OF REPORT <input checked="" type="checkbox"/> STATISTICAL <input type="checkbox"/> NARRATIVE <input type="checkbox"/> MACHINE-NAME LISTING	
3. FUNCTIONAL AREA <input checked="" type="checkbox"/> PERSONNEL <input type="checkbox"/> LOGISTICS <input type="checkbox"/> MEDICAL		<input type="checkbox"/> TRAINING <input type="checkbox"/> SECURITY <input type="checkbox"/> FINANCE		ADMIN. GENERAL OTHER (specify)			
4. NO. OF COPIES PREPARED 2		5. FREQUENCY (weekly, monthly, quarterly, etc.) YEARLY		6. DISTRIBUTION (No. of components not number of copies) 1			
7. FORMAT (memorandum, form, computer print-out, etc.) MNMO		8. ADP PROCESSING <input checked="" type="checkbox"/> YES IF YES GIVE ADP PROCESSING NO. <input type="checkbox"/> NO		9. DIRECTIVE AUTHORITY REQUIRING REPORT C/ <input type="checkbox"/> STAT			
10. PREPARING COMPONENT (include lowest level contributing information to report) OL/SPB				11. FEEDER REPORTS (State total number and identify by Title, Form No., or mononclature. Attach separate sheet if necessary.) NONE			
12. COST FACTORS							
A. MANUAL PREPARATION AND REVIEW COSTS							
GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED = COST PER YEAR
GS 6	4.32		1	=	4.32		1 4.32
GS-12	7.73		1/4	=	1.93		1 1.93
B. COSTS OF COMPUTER PRODUCED REPORTS							
TOTAL COSTS PER YEAR 6.25							
13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (in addition to directive or authority cited in item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT. This is a feeder report which notes destruction of record material							
14. FUTURE GOALS							
GOAL PROPOSED BY COMPONENT FOR THIS REPORT <input checked="" type="checkbox"/> RETAIN AS IS <input type="checkbox"/> OTHER (explain) <input type="checkbox"/> CHANGE <input type="checkbox"/> DISCONTINUE						ESTIMATED SAVINGS MAN-HOURS DOLLARS STAT	
16. DATE OF INVENTORY 9/28/70		17. NAME AND TITLE OF PERSON FURNISHING INFORMATION Approved For Release 2006/09/25 : CIA-RDP75-00399R000100120053-6 SUPPLY CLERK				18. EXTENSION <input type="checkbox"/>	

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